

## Office of the Sheriff

### ► Agency Mission

To provide humane and secure correctional services for those persons remanded to the custody of the Sheriff under due process of law; to provide courtroom and courthouse security and to provide service of legal process, contributing to the swift and impartial adjudication of all criminal and civil matters before the courts.

### ► Trends/Issues

The Fairfax County Sheriff's Office, established circa 1700, is an institutional beacon of ethics and integrity for the community in which we serve. We exist to ensure the safety of, and provide the highest quality service to, the citizens of Fairfax County. For years we have willingly accepted the charge and the challenge to provide quality service and care to those persons remanded to our custody. These tasks are accomplished by hiring the most qualified and dedicated staff; training each staff to be a consummate professional; and promoting and maintaining the highest level of professionalism in all services and tasks undertaken. This includes, but is not limited to, the provision of humane and secure correctional services for those persons remanded to the custody of the Sheriff by the courts.

The services provided by the Sheriff's Office are divided into two program areas. These areas are Public Safety and Judicial Administration. The Judicial Administration Programs Area houses the Administrative Services Division and The Court Security/Services Division.

The provision of courtroom and courthouse security and the service of legal process which contributes to the swift and impartial adjudication of all criminal and civil matters brought before the courts is a daily function of the Sheriff's Office. Court Services provide security for the courtrooms and perimeter areas in and around the courthouses of Fairfax County. Deputy Sheriffs provide security for 32 judges and 37 courtrooms. This includes court facilities in the City of Fairfax, the Town of Herndon, the Town of Vienna, the main County courthouses and the Juvenile and Domestic Relations Courthouse. The deputies also protect special justices during the conduct of commitment hearings held for persons with mental illnesses and mental health disorders. These hearings are generally held in hospitals and local mental health facilities. The deputies are responsible for the safe arrival and departure of the special justices for these hearings. Court Services is also responsible for enforcing and serving all court orders, including the execution of civil processes, levies, seizures and evictions. The demands for these services continue to increase. The Sheriff's Office civil enforcement staff completed the service of 195,386 civil process documents in FY 1999; completed or attempted service for 181,855 civil process documents during FY 2000 and approximately 185,640 in FY 2001. This service continues to be provided with no decrease in efficiency and yet there has been no increase in staffing resources since FY 1994.

Administrative Services provides managerial direction and support for the agency as a whole. The responsibilities include support functions of personnel services and recruitment; retention and training; budget coordination, oversight and material management; planning and policy development; community relation activities; information technology support and facilitation of the Fairfax County Community Criminal Justice Board (CCJB), of which the Sheriff is Chairman.

The employees who make up the Public Safety Program Areas provide correctional services for inmates in the custody of the Sheriff's Office. The Adult Detention Center (ADC) and Community Corrections Division/Pre-Release Center are the correctional facilities under the authority and auspices of the Sheriff. These facilities securely house and serve an average daily

## *Office of the Sheriff*

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population of 938 prisoners or more on a regular basis. Population figures are projected to be even higher as the new expansion facility becomes fully equipped and functional to house prisoners. In FY 2000, the Intake and Records Section processed more than 25,500 inmate records for various criminal and civil transactions and in FY 2001 more than 27,000. The staff continually provides quality food service and health care, sufficient access to the courts and attorneys, contact with family and friends, appropriate housing and secure placements, and a means to continue their education without any injuries or threats to life or the safety of the community.

The Agency has experienced a host of changes in the past five-year period. Some but not all are encapsulated in the following list.

- We have developed and established the Community Relations Branch to coordinate and oversee functions involving visible interaction in the community, including:
  - The TRIAD group (explained further in the CAPS area)
  - Child Safety Seat Inspectors
  - Crime Prevention Officers
  - Bike Team
- A long running program that has been supported with CMI funds in the past is the Sheriff's Emergency Response Team (SERT). SERT has made major in-roads in the Public Safety Community with its participation in national activities and functions as well as local activities. Although their primary focus is in the ADC, they are the first responders to emergency situations throughout the Sheriff's Office.
- Another change that has added a new look to the agency in the Community Corrections Division is the Community Services Branch, Inmate-Community Labor Force. This area consolidates the Parks work crews, the Sheriff's Community Service Program (SCSP), Fines Option Program (FOP) and week-end programs to provide labor service to other County agencies seven days a week. This program has become renowned throughout the County as a positive addition for several entities. They have received numerous accolades, letters of thanks and appreciation and nominations for awards for the quality work and services they have provided.
- We were front line participants in the reorganization and establishment of the new Public Safety Occupational Health Facility where employees and applicants are regularly examined and checked for annual health screenings.
- Sheriff's Office staff were key participants in the review/plan for the Weapons of Mass Destruction (WOMD) grants for the County and surrounding jurisdictions.
- We were active participants in the review and planning for potential Y2K issues.
- The Sheriff's Office is under the leadership of a new Sheriff and Administration. Sheriff Barry was elected in November 1999 and took office in January 2000. Since he has been in office the Agency has made several positive changes and steps toward a prosperous and productive future. The first initiative undertaken was the reorganization of top-level staff which created two operational components with two Chief Deputies in appointed positions.

## *Office of the Sheriff*

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- Some agency functional areas were realigned and renamed to better reflect the tasks and duties performed by the staff assigned. Those sections providing agency-wide services (i.e. Material Management, Communications) were brought into the Administrative Services Division where all agency-wide services are initiated.
- The first gauntlet in the struggle to achieve pay parity with the Police Department was finally finished. Staff received the initial benefits of pay parity during the FY 2001 budget process.
- Several twenty-five and twenty-year staff members decided to join the ranks of the retired and opted for retirement. This opened several opportunities for in-house promotions and upward mobility.
- The Human Resources staff developed and incorporated a more aggressive recruiting campaign and filled all vacancies (27) in record breaking time of less than six months.
- The Agency has become more active in the surrounding communities and has involved staff in more visible community oriented law enforcement functions and activities. In addition, the Agency has increased the time allowed to remain on assignment with FBI Task Force; initiated a Sheriff's Office Bike Team to assist with special community functions and perimeter security needs at the Public Safety Complex; and increased lines of communication with the County Police Department to build better relations and working partnerships to accomplish the primary goals of both agencies.
- A joint effort to ultimately benefit the citizens of Fairfax County resulted in a pilot program to turnover lock-up facilities to the auspices and control of the Sheriff's Office. This would increase the ability of the arresting officer to conduct his affairs with the arrest and return to the street more quickly, leaving the responsibility of handling the processing of arrestee/prisoner to the Sheriff's deputies.

### **Recent Accomplishments Include:**

- The completion of the new addition to the Adult Detention Center and all of the initial areas were opened and occupied as planned prior to the end of calendar year 2000. The second phase of the construction includes major renovations that are currently underway in the original (current) ADC facility. Those renovations are expected to be completed during FY 2002.
- The three lower levels of the Adult Detention Center (Expansion) were occupied during the initial occupancy phase of FY 2001. These areas are designed to accommodate housing for 366 inmates and include work facilities for material management, food services, and the medical and forensic health care services units. (The food services area, medical housing, material management and work force housing are already in use). Because of the need to vacate portions of the existing facility for renovation activity, we will not realize an immediate increase of 366 available beds. It is proposed that 184 beds will be used initially.
- During the past two fiscal years, the Sheriff's Office has focused on expanding and enhancing information technology systems, increasing staffing levels to adequately support the sequel expansion and providing the necessary training needed to prepare staff and supervisors for the increase in jail management needs.
- The Criminal Justice Information Redesign Project sponsored by the Community Criminal Justice Board conducted a successful pilot program in 1999 to implement the use of live

## *Office of the Sheriff*

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scan fingerprinting. This was the first phase of a major project that totally encompasses the information systems used by all of the Criminal Justice agencies.

- In another major change, the Sheriff's office established a second Chief Deputy position and developed two functional components: Chief Deputy for Operations and Chief Deputy for Administration.
- We established a management initiative that created a Community Services Branch where the primary purpose is to meet the needs of the citizens of Fairfax County through services that can be provided from the Office of the Sheriff. The programs that are spearheaded from this area are TRIAD, Child Identification and Fingerprint Program, Seat Belt Safety, and Crime Prevention Officers who conduct safety and security inspections and provide educational outreach to the citizens.
- Our first Agency audit review by the Virginia Law Enforcement Professional Standards Commission (VLEPSC) received 100% compliance rating and achieved accreditation standing.
- Accredited by the American Correctional Association (ACA) since 1984, during the seventh audit review conducted in 1999 we received 100% compliance in mandatory standards.
- Accredited since 1983 by the National Commission on Correctional Health Care (NCCHC), the eighth audit conducted in 1999 was passed with 100% compliance in essential standards.
- The Sheriff's Office received 100% compliance rating from Department of Corrections (DOC) during annual standards and operations review in 1999 for all Life Health Safety Standards
- Initiated an Auxiliary (Reserve) Deputy Sheriff program to help reduce the costs of administering safety programs and providing needed services at no cost to the taxpayers.

In FY 2002, the Sheriff's Office focus will be on finalizing all of the initial reorganization changes, maintaining a successful, cost effective, efficient and smooth operation while becoming a stronger presence in the community. The Sheriff's Office will become more of a service oriented institution and put to good use the law enforcement training and skills with which we are all empowered.

- We will work toward full completion and occupancy of the new jail sequel. Ensure that Department of Corrections standards are met for housing and occupancy ratings. Maintain the safety and security of all that are remanded to the custody of this agency and incorporate the techniques of direct supervision.
- Fully implement and bring into operation the Mug Shot photo system process to be integrated with the live scan fingerprint program. Both enhance the capability of the full identification and a booking process that assists in the apprehension and identification of persons who have committed crimes.
- The rapid growth of information technology in the agency and throughout the County will be a major factor in the forefront of much of what the Sheriff's Office will be involved in the coming years. We will focus our priority on continued improvement in Information Technology, management training and the hiring and retention of good personnel.

## Office of the Sheriff

- When funded, we will finalize the 1996 pilot program initiated for the study of the Satellite Intake Centers/Lockup Units. The provision of full staffing for these units will better enhance the ability of the Police Department to return to their respective patrol areas more quickly and increase their services to the community. It will also provide twenty-four hour coverage in key locations throughout the County that need more law enforcement visibility.
- Work toward fully staffing and implementing the Auxiliary (Reserve) Deputy Sheriff Program to support and increase the service provided to the community.
- We will also continue to promote career development and personal growth for all staff members, encouraging specialized training and leadership development.

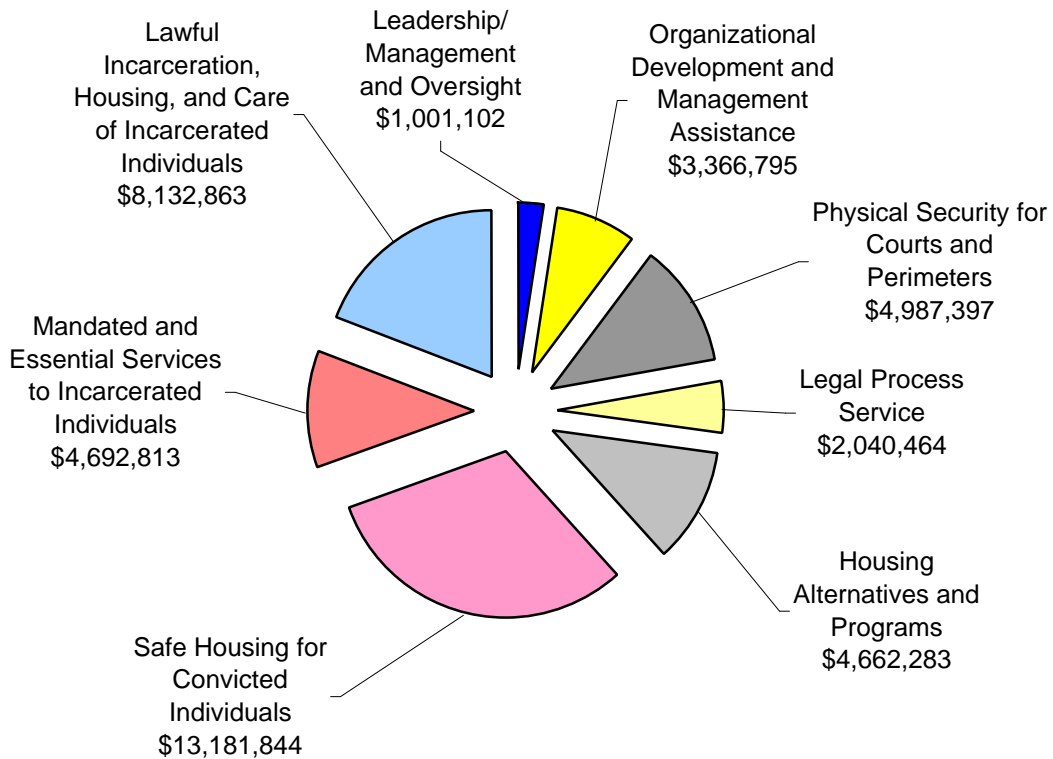
### ► Summary of All Agency CAPS

CAPS Number	CAPS Title	CAPS Net Cost	CAPS Number of Positions/SYE
91-01	Leadership/Management and Oversight	\$878,302	13/13
91-02	Organizational Development and Management Assistance	\$1,623,524	44/44
91-03	Physical Security for Courts and Perimeters	\$2,937,571	75/74.5
91-04	Legal Process Service	\$1,866,971	31/31
91-05	Housing Alternatives and Programs	\$3,979,995	57/57
91-06	Safe Housing for Convicted Individuals	\$1,840,475	186/186
91-07	Mandated and Essential Services to Incarcerated Individuals	\$4,490,354	51/50.5
91-08	Lawful Incarceration, Housing, and Care of Incarcerated Individuals	\$7,587,820	86/86
<b>TOTAL Agency</b>		<b>\$25,205,012</b>	<b>543/542</b>

# *Office of the Sheriff*

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## Office of the Sheriff



Total FY 2002 Adopted Budget Expenditures = \$42,065,561

Total FY 2002 Adopted Budget Net Cost = \$25,205,012